

U.S. DEPARTMENT OF ENERGY
COMMENT AND RESOLUTION SHEET

1. Document Title			2. Document Number		3. Document Date		4. Date Comments Sent	
5. Commenting Individual (Office/Name/Signature)			6. Phone		7. Resolution By (Office/Name)		8. Phone	
Index			12. Type*	13. Comment, Suggested Solution	14. Resolution of Comment			
9. Number	10. Page	11. Section/ Paragraph						
*TYPE - Essential or Suggested (E or S)					Use additional sheets as necessary		15. Sheet _____ of _____	

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1. Title of the DOE Technical Standard.
2. Identification number of the DOE Technical Standard (e.g., DOE-STD-1027-92). Use Project Number for new documents (e.g., FACR-0121).
3. Date of the document that is being reviewed. (This date will identify the draft, revision level, release, or version of the document.)
4. Date that the comments are being forwarded by the document reviewer.
5. Commenting individual's name, address, company, and signature. If more than one sheet is used, the individual need only initial this block on all additional sheets.
6. Work telephone number of the person making the comments.
7. Name, signature, and office designation of the person resolving the listed comments.
8. Work telephone number of the person resolving the comments.
9. Sequential number of each comment to be resolved.
10. Document page number where the comment applies or from where it is derived.
11. Location of the original statement. When a Technical Standard is divided into numbered sections or subsections, insert the complete number designation (e.g., 2.3.1) of the section.
12. Specify whether the comment is essential or suggested. (E or S)
13. Use the first part of the comment to refine further the exact location of a given comment (for example: "the fifth word in line six is misspelled.") Then enter the comment as clearly as possible. Use as many lines as necessary to describe the comment.
14. Response to each comment. To be filled in by the person identified in block #7. Each comment must be answered. May enter "comment incorporated" to indicate acceptance of a comment as written. In such cases, no further explanation is needed. Where comments are not accepted, or are accepted in part, detail the rationale for non-acceptance of the comment.
15. Indicate the sequential order of comment resolution sheets and the total number of sheets that comprise the comment resolutions.

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management, Policy, Plans, Oversight, Records Management Division, HR-422-GTN, Paperwork Reduction Project (1910-0900), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0900), Washington, DC 20503.